

**REQUEST FOR EVENING/WEEKEND ACCESS**

State Form 50697 (11-01)

This form is a request form only. Plans are not final until confirmed by the Capitol Police. You may have to modify your plans before they can be confirmed.

DEPARTMENT OF ADMINISTRATION**Conference Center**

Telephone (317) 233-3117

Fax (317) 233-0011

conference@idoa.state.in.us

THE FOLLOWING IS TAKEN FROM THE CONFERENCE CENTER USE AGREEMENT. IF AN EVENING OR WEEKEND EVENT IS SCHEDULED IN YOUR NAME, YOU HAVE SIGNED THIS AGREEMENT. SECURITY: A Capitol Police Officer will be on duty during all events. IDOA may determine additional security is needed for certain events. User may be responsible for the costs for such additional security. Only security approved by the Capitol Police Department will be permitted to be hired in those cases.

Having an officer on duty does not mean that an officer will be assigned to your event. In all likelihood, only three officers will be on duty, and they are responsible for all of the campus buildings and grounds. Your event will not be their only responsibility for the day, and emergencies may require that they be elsewhere. You should also be aware that the paperwork for these events is kept at Dispatch. You should not be concerned or angered by the fact that the line officer may have to make a call to confirm your request for entry. To be fully prepared, you should bring the fully executed (signed) form with you to show the officer.

If this event lasts more than one day, you may need to submit more than one form to take care of all contingencies. The Capitol Police need to be fully informed of your plans in order to approve, modify or deny this request. For your own benefit, you should get this to the Capitol Police as soon as you can, in the event you need to change plans or written instructions to participants.

Name of Agency Sponsoring Event	Division	Section
Contact Person	Telephone Number	Fax Number
Address (Building & Room Number)	Email	

Name of Event					
Date(s) of Event			Room(s) Assigned for Event (from Conference Center contract)		
Event Start Time:	AM	PM	Approved access before start?	AM	PM
Event End Time:	AM	PM	Approved access after end?	AM	PM

REQUEST FOR ENTRY/EXIT DOORS

Government Place (Lincoln Statue) Open for Entry _____ Close _____ We want this door to be open for the duration of the event. <input type="checkbox"/> Yes <input type="checkbox"/> No	Open for Exit _____ Close _____
Catered Event Open for Entry _____ Close _____ We want this door to be open for the duration of the catering. <input type="checkbox"/> Yes <input type="checkbox"/> No	Open for Exit _____ Close _____
402 West Washington Open for Entry _____ Close _____ We want this door to be open for the duration of the event. <input type="checkbox"/> Yes <input type="checkbox"/> No	Open for Exit _____ Close _____
Catered Event Open for Entry _____ Close _____ We want this door to be open for the duration of the catering. <input type="checkbox"/> Yes <input type="checkbox"/> No	Open for Exit _____ Close _____

RESPONSE FROM CAPITOL POLICE

Access to Roms <input type="checkbox"/> We will be able to open the doors to the rooms listed above at the time you have requested them. <input type="checkbox"/> We will not be able to open the doors to the rooms listed above at the time you have requested them (please see details below). Details:

Government Place (Lincoln Statue) Request <input type="checkbox"/> Request Approved <input type="checkbox"/> Request Denied <input type="checkbox"/> Request Modified <input type="checkbox"/> User must provide security Details of Modification: Details of Security:

402 West Washington Request <input type="checkbox"/> Request Approved <input type="checkbox"/> Request Denied <input type="checkbox"/> Request Modified <input type="checkbox"/> User must provide security Details of Modification: Details of Security:

Other:

Signature of Capitol Police Official:	Date:
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